



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 16-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: CUSTODIAL WORKER, NA-3566-02

AGENCY: U.S. Army Garrison-Michigan (Selfridge)

LOCATION: BILLETING FUND
Selfridge ANG Base, MI 48045

SALARY: \$7.99 per hour

DUTIES: Cleans rooms, corridors, stairways, and other areas. Sweeps, mops, vacuums, scrubs, strips and polishes using light and heavy duty powered equipment. Operates industrial equipment to clean rugs, drapes, etc. Performs routine maintenance of equipment. Cleans, disinfects and deodorizes toilet facilities. Cleans, and dusts assigned areas. Empties trash. Makes beds and changes linen. Washes walls, windows, blinds and ceiling fixtures using ladders, scaffolds and safety belt. Moves heavy furniture. Maintains stock of room and cleaning supplies to perform assigned duties. Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment. Supervisor or leader assigns tasks and incumbent are responsible for accomplishment of assigned work. Work is reviewed in progress and upon completion for production, quality, appearance, and overall guest satisfaction. Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items or carts weighing up to 20 to 40 pounds, and occasionally over 50 pounds. Work is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors, vibration from use of heavy equipment, and to skin irritations from strong cleaning solutions. Care is required to avoid serious injury when working on ladders and when moving heavy furniture and using heavy powered equipment.

CONDITION OF EMPLOYMENT: Incumbent must be able to obtain and maintain a favorable National Agency Check. Electronic Fund Transfer (EFT) of paycheck to a checking or savings account is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Six months or more experience that shows the ability to perform the duties described above. Must be able to use power-cleaning equipment. Incumbent must be able to lift and carry items weighing up to 40 pounds.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **16-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.
2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.
3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE
MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS
ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A
DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND
PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO
APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR
ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING
CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE
MADE ON A CASE BY CASE BASIS.